



CITY OF LAKE FOREST
PUBLIC RECORDS REQUEST FORM
City Clerk's Department

Action Required By:
☐ City Clerk Office ☐ PW
☐ City Attorney ☐ CD

The City of Lake Forest ("CITY") shall, upon receipt of a request for City records, determine within ten (10) calendar days if the records are public and available within the City's records system and notify the requesting party of such determination (see California Public Records Act [Cal. Govt. Code § 6250 et seq.] for full text of this Act).

Photocopy fees: \$0.75 first page; \$0.15 each page thereafter
\$0.10 per page for FPPC documents
Oversize documents – Full reimbursement of out-sourced charges

Name/Organization _____

Mailing Address _____

Email Address (Optional) _____

Phone Number _____

FAX Number _____

Signature _____

Date requested: _____ I wish to review: _____ I wish to obtain copies: _____ of the following records:

Please list each document, file or record separately, and describe the specific records as completely as possible.

(1) Street Address: _____ Tract/ Parcel No.: _____

Requested Information: _____

(2) Non-Property Related Information Requested: _____

Comments

For Internal Use

For Internal Use

Disposition of Request

Documents/response provided on (Date): _____ by (check one): ☐ Mail; ☐ Pick-up; ☐ Fax; ☐ Email; ☐ Phone
Documents Reviewed Immediately on: _____
Completed by: _____ # of Copies _____ Copy Fee: \$ _____
Documents Provided: _____
Comments: _____

Office Hours Monday – Thursday 8:00 a.m. to 6:00 p.m. and Alternate Fridays 8:00 a.m. to 5:00 p.m.
25550 Commercentre Drive, Lake Forest, CA 92630 (949) 461-3400 FAX (949) 461-3511